AdvancED™

ASSIST ™ Technical Guide for

Kentucky Schools and Districts

Certifying Assurances

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About This Guide

This guide has been developed specifically for Kentucky schools and districts. It provides an overview of the AdvancED Adaptive System of School Improvement Support Tools (ASSIST™) for certifying adherence with accreditation, compliance and/or accountability statements that are applicable to your institution. These statements are called Assurances. All Assurances require a simple "Yes" or "No" certification response and offer the ability to upload supporting documentation as well as provide additional narrative comments.

Institutions engaged in the AdvancED Accreditation process will need to certify a handful of Assurances once every five years prior to hosting an External Review.

Institutions located in states that partner with AdvancED may have additional Assurances required during the accreditation process or at other times of the year to address state and/or federal compliance requirements. Required completion of Assurances is made known to the institution through the assignment of an ASSIST task.

ASSIST Overview

What is ASSIST?

ASSIST is a state-of-the-art, web-based platform designed to broaden and sharpen thinking about continuous improvement, performance and accreditation.

Through a partnership, AdvancED and the Kentucky Department of Education (KDE) have customized ASSIST to guide and support a common, statewide improvement planning process for all Kentucky schools and districts. All Kentucky schools and districts have access to ASSIST.

> **ASSIST is designed to guide and streamline the improvement planning process and help eliminate duplication of effort.**
> **Learn more at: www.advanc-ed.org/kde**

ASSIST Basics

- ASSIST was the tool used to submit Program Reviews in the summer of 2013 and all KY schools and districts now have access.
- ASSIST is a fully web-based system that does not have any specific network or system requirements. We recommend using the most recent versions of the following internet browsers for the best user experience: Mozilla® Firefox®, Apple® Safari®, Microsoft® Internet Explorer® or Google Chrome™.
- If your institution is required to submit a report in ASSIST, a task will be set and the Head of Institution (Principal, Superintendent, etc.) and the primary contact listed in ASSIST will receive an email notification.

ASSIST Terminology

ASSIST

A web-based school improvement platform used by schools, districts, independent school districts (ISD) and educational service agencies (ESAs) around the world to facilitate improvement planning and streamline compliance, accountability and accreditation reporting requirements.

Diagnostics

Tools designed to help schools and districts self-assess strengths and areas in need of improvement related to organizational effectiveness, performance and stakeholder perceptions in order to support ongoing improvement processes and practice.

NOTE: Diagnostics always are available for self-activation in ASSIST. You no longer have to wait for them to be activated. (The following diagnostics are referenced in this guide for the purpose of improvement planning: Executive Summary, Improvement Plan Stakeholder Involvement, School Data Analysis, Title I Schoolwide, Title I Targeted Assistance, Additional Requirements, Program Evaluation and Health & Safety)

Assurances

Compliance and/or accountability statements or questions that require a Yes or No certification response. Completion of Assurances in ASSIST also will support the upload of documentation as well as narrative comments.
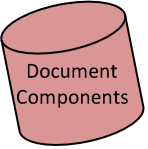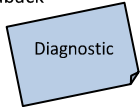
ASSIST Components

Requirements assigned to an institution that identify which reports need to be completed by a specified date. The components are requirements that are defined and assigned by KDE or AdvancED/NCA CASI.

NOTE: The head of institution and primary contact listed in the system will receive an email notification when a new ASSIST task has been assigned for their institution.

Navigating ASSIST

The primary navigation of ASSIST takes place using a series of tabs across the top of the screen. Specific tools are provided within each tab. The following diagram provides a basic overview of the ASSIST tabs and what is located within each.

Portfolio	Profile	Diagnostics & Surveys	Assurances	Goals & Plans	Actions & Reviews
Due dates for required tasks - upcoming, past due and completed Contains task/document submission, review and approval workflow. EXAMPLES: ▪ School Improvement Plan ▪ District Improvement Plan Document Components	Basic institution, demographic, affiliation, accreditation and accountability status information (e.g., Priority, Focus, Title I) Performance section is currently blank	Tools to facilitate the collection and analysis of data and information to inform the improvement planning process **School Diagnostics:** • Executive Summary • Self Assessment • Title I Schoolwide • Title I Targeted Assistance • Student Performance • Stakeholder Feedback • School Data Analysis **District Diagnostics:** • Executive Summary • Self Assessment • Additional Requirements • Student Performance • Stakeholder Feedback **Surveys:** • Parent • Staff • Middle/High Student (6-12) • Elementary Student (3-5) • Early Elementary Student (K-2) Diagnostic	Yes/No Certification Questions – AdvancED and KDE state and federal Assurances Assurances	Build and manage goals and improvement plans Goal	SACS CASI Accreditation – Scheduled External Reviews and Required Actions Tools to facilitate a process of checks and balances to ensure appropriate goals and strategies are in place

Accessing Assurances in ASSIST

You can access Assurances by logging into ASSIST at:
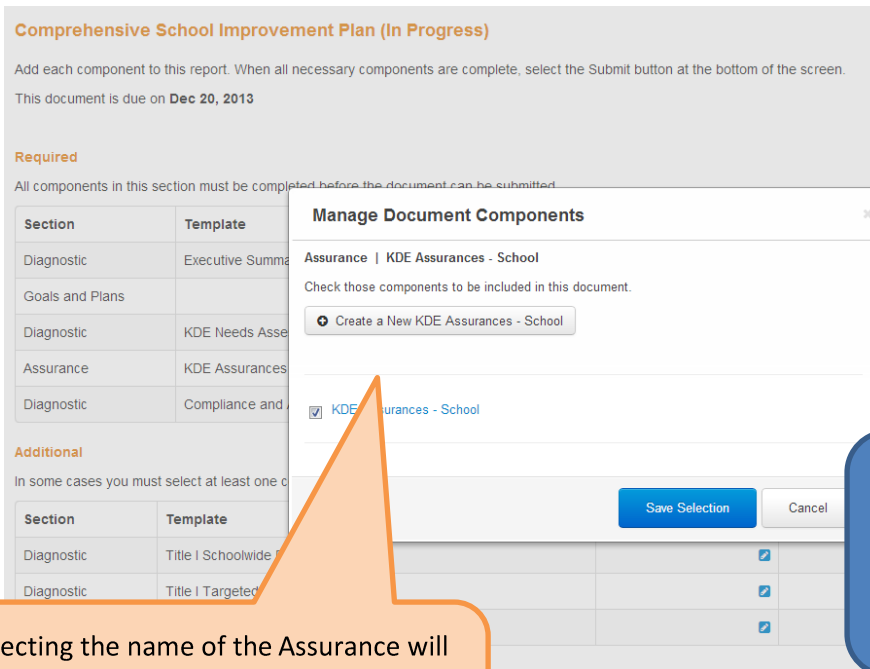www.advanc-ed.org/assist.

To access ASSIST, enter your username and password on the Login page. Once successfully logged in, select the ASSIST link.
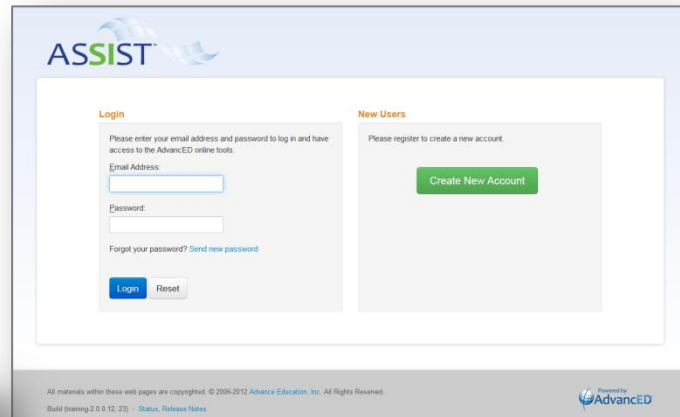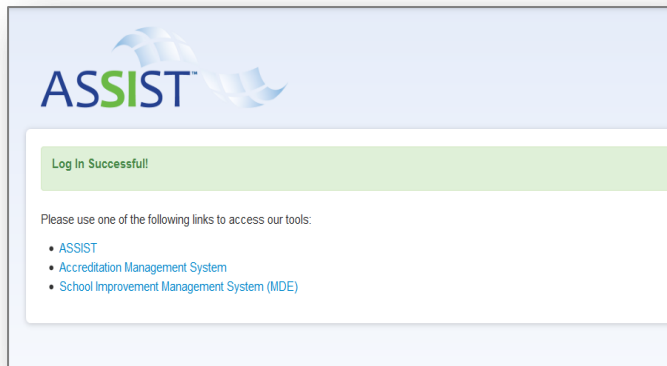
If you need additional assistance with the login process, refer to the **ASSIST Quick Start Guide** at www.advanc-ed.org/assistresources.

Starting a Set of Assurances

Review the list of Assurances that need to be completed by your school, and select the pencil icon within the **Components** section to create or select an Assurance.

Selecting the name of the Assurance will take you to the Assurance page to begin work on the specific component.

If no components have been started, select **Create a New**. Any component with the check box marked will be added to your report.

You can activate Assurances at any time by selecting **Start Assurance** from the **Assurances** tab. The **Start Assurance** page appears, where you will complete the following steps:

1) Select the appropriate template from the dropdown menu.

    NOTE: If completing accreditation Assurances, select **AdvancED Assurances**.

2) Provide a brief description that will help to differentiate one set of Assurances from another over time.

3) Select **Start**.
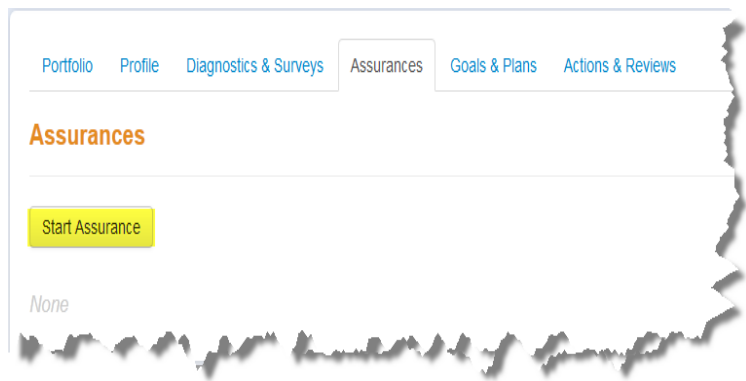
The Assurances page appears. You can begin to complete the Assurances by selecting **Assurances**.

Note: The only way to preview Assurances is to start them. You can delete them if you decide they are not needed.

Certifying Assurances

Once you have entered the Assurances component, you can begin to answer the individual Assurance by selecting **Respond** next to the Assurance.

Assurances

« Back to KDE Assurances – School

✔ Denotes an answered response

Summary of all responses

Respond	The school conducted a comprehensive needs assessment, which included a review of academic achievement data for all students and assessed the needs of the school relative to each of the schoolwide program components.
Respond	The school planned and developed Schoolwide research-based instructional reform strategies to strengthen the core academic program, increase the amount and quality of learning time, and provide additional support to all students.
Respond	The school planned preschool transition strategies and the implementation process.
Respond	The school planned and developed schoolwide research-based instructional strategies that provide additional instruction for students experiencing the greatest degree of difficulty mastering the state's academic achievement standards.
Respond	The school planned strategies to recruit and retain highly qualified teachers.

Read the statement and select a certification status. If a certification status of **No** is selected, you will be required to provide a comment in the box provided.

Select **Next** to save your response and continue with the next Assurance.

Attachments

- Are only required if requested in the Assurance statement.
- Only one file per Assurance can be attached. If you need to attach multiple documents, combine them into a single PDF document and then attach.
- Most file types are supported as uploads.

1. Schoolwide Program Using the school's needs assessment results, does the school annually assess educational needs of all students in the school and identify priority needs in which federal, state, and local resources will be focused? (school plan executive summary, needs assessment results)

On-Site Expectations -Evidence of the use of assessment results to address needs is found in the SWP or CSIP. - Evidence of research-based strategies is found in the SWP or CSIP. -School and district staff can discuss how the decision was made to use research-based strategies and how they are affecting student performance. -Needs for 'other' personnel are identified in the SWP or CSIP. -There is congruency between the use of Title I, Part A funds and the district's/school's planning goals, objectives, strategies, and activities.

Alert! It is required to enter a comment when you don't certify the assurance.

○ Yes
● No

Comments

600 characters left

Upload Document

Attachment Name

Choose File   No file chosen

Next >

Once all Assurances have a certification status, return to the **Assurances** overview page by selecting the **Assurances** tab and then the Assurance name.

You will notice that the status bar of your Assurance document has now changed to green and you now have the option to select **Complete** once you have finished editing the Assurances.

Note: If you select **Complete**, but you want to make changes, you will need to reopen the Assurance, make changes and select **Complete** again.

You can download, save or print a copy of the Assurances at any time by selecting **PDF**. The PDF will contain the certification status and comments entered, as well as the document name of any uploaded files.

KDE Assurances - School

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2013-2014 KDE Assurances - School (Edit)

KDE Assurances - School

Please Note: In some cases, all items may not be required.

Assurances

34 of 34 items are answered | ✔ *All required items complete*

[🗋 PDF]   [✎ Attachments]   [🗐 Copy]   [Complete] [Delete]

KDE Assurances - School

Demo KY School 1

Demo KY District 1

John Smith
0000 Kentucky Address
Kentucky City, KY 00000

Assurance	Response	Comment	Attachment
The school conducted a comprehensive needs assessment, which included a review of academic achievement data for all students and assessed the needs of the school relative to each of the schoolwide program components.	Yes	The school conducted a comprehensive needs assessment, which included a review of academic achievement data for all students and assessed the needs of the school relative to each of the schoolwide program components on September 30th, 2013.	Needs Assessment

Assurance	Response	Comment	Attachment
The school planned and developed Schoolwide researchbased instructional reform strategies to strengthen the core academic program, increase the amount and quality of learning time, and provide additional support to all students.	Yes	The school planned and developed Schoolwide research-based istructional reform strategies to strengthen the core academi program, increase the amount and quality of learning time, and provide additional support to all students.	

Assurance	Response	Comment	Attachment
The school planned preschool transition strategies and the implementation process.	Yes		

Assurance	Response	Comment	Attachment
The school planned and developed schoolwide researchbased instructional strategies that provide additional instruction for students experiencing the greatest degree of difficulty mastering the state's academic achievement standards.	Yes		

Assurance	Response	Comment	Attachment
The school planned strategies to recruit and retain highly qualified teachers.	Yes		

School Assurances Content

1. The school conducted a comprehensive needs assessment which included a review of academic achievement data for all students and assessed the needs of the school relative to each of the schoolwide program components.

2. The school planned and developed schoolwide research-based instructional reform strategies to strengthen the core academic program, increase the amount and quality of learning time and provide additional support to all students.

3. The school planned preschool transition strategies and the implementation process.

4. The school planned and developed schoolwide research-based instructional strategies that provide additional instruction for students experiencing the greatest degree of difficulty mastering the state's academic achievement standards.

5. The school planned strategies to recruit and retain highly qualified teachers.

6. The school planned instruction by paraprofessionals who met the requirements of NCLB and teachers who are Highly Qualified under NCLB.

7. The school allocated and spent Title I, Part A schoolwide funds only on allowable programs and activities and maintained appropriate financial records in this regard on its Title I, Part A programs and activities.

8. The school planned or developed strategies to increase parental involvement in the design, implementation, evaluation and communication of assessment results of the Schoolwide activities, which included the development and implementation of a parent compact and a parent involvement policy.

9. The school incorporated the ten schoolwide planning criteria into the existing school improvement planning process.

10. The school planned or provided appropriate professional development activities for staff members who will be serving students.

11. The school completes an annual evaluation that addresses the implementation of the comprehensive plan and student achievement results that will informs changes when needed.

12. The school conducted a comprehensive needs assessment, which included a review of academic achievement data and established objective criteria for identifying eligible Title I students.

13. The school planned and developed research-based instructional strategies to support and assist identified students.

14. The school planned targeted assistance activities for identified students that coordinated and integrate with other federal, state, and local programs.

15. The school planned targeted assistance activities for identified students that coordinate with and support the regular educational program so identified students have access to both.

16. The school planned activities to coordinate and integrate with other federal, state and local programs.

17. The school planned activities that coordinate with and support the regular educational program.

18. The school planned or developed strategies to monitor and evaluate the success of targeted assistance activities with the identified students and will use the results of the evaluation to inform and improve instructional strategies and professional development activities.

19. The school assigned paraprofessionals who met the requirements of highly qualified under ESEA to work with targeted assistance programs and activities.

20. The school allocated and spent federal program funds only on programs and activities for identified eligible students. The school maintained appropriate financial records on its Title I, Part A programs and activities.

21. The school planned or developed strategies to increase parental involvement in the design, implementation and evaluation of the targeted assistance activities, which included the implementation of a Parent Compact and a Parent Involvement Policy.

22. The school incorporated the eight Targeted Assistance planning components into the existing school improvement planning process.

23. The school planned or provided appropriate professional development activities for staff members who serve identified Title I students.

24. The school planned an annual evaluation that addressed the implementation of the comprehensive plan and student achievement results that informed changes when needed.

25. The current school year Comprehensive School Improvement Plan (CSIP) is available for stakeholders to examine on our school website and linked to our district website.

26. The school notifies parents when their child(ren) are taught for four or more consecutive weeks by teachers who are not highly qualified.

27. The school provides professional development for staff based on a comprehensive needs assessment which included a review of academic achievement data and additional criteria to ensure all students are college and career ready.

28. The school ensures that if the Title I Ranking Report lists counselors, nurses, media specialist or "other" staff for the school; there is documentation indicating this need in order to improve student achievement.

29. The school ensures that all para-educators with instructional duties are under the direct supervision of a highly qualified classroom teacher and providing instruction rather than clerical work.

30. The school ensures that all para-educators with instructional duties that involve targeted students are under the direct supervision of a highly qualified classroom teacher and providing instruction rather than clerical work.

31. The school ensures that there is a schedule of non-instructional duties for para-educators, demonstrating that the duties are on a limited basis only.

32. The school scheduled non-instructional duties for para-educators working with targeted students, demonstrating that the duties are on a limited basis only

33. The school met its cap size requirements without using Title I funds.

34. The school met its cap size requirements without using Title II funds.

District Assurances Content

1. All schools in our district have planned or developed strategies to increase parental involvement in the design, implementation, evaluation and communication of data and information.

2. The current school year Comprehensive District Improvement Plan (CDIP) and all our schools' Comprehensive School Improvement Plans (CSIPs) are available for stakeholders to examine on the district website.

3. All teachers in our district, including those providing services to private school students, are highly qualified.

4. All para-educators in our district including those providing services to private school students, are highly qualified.

5. All schools in our district notify parents when their children are taught for four or more consecutive weeks by teachers who are not highly qualified. If not, list the schools below.

6. Our district provides professional development for staff based on a comprehensive needs assessment which included a review of academic achievement data and additional criteria to ensure all students are college and career ready.

7. Our district has planned strategies to recruit and retain highly qualified teachers.

8. Our district will allocate and spend federal program funds only on programs and activities for identified eligible students and will maintain appropriate financial records in this regard.

9. Our district ensures that program funds are targeted to schools that have the lowest proportion of highly qualified teachers, have the largest average class size, or are identified as focus or priority schools.

10. Our district ensures that all class-size reduction teachers are utilized to reduce class size below the state requirements. Paraprofessionals are utilized to meet the state requirements before hiring any additional teachers serving in that capacity.

11. Our district ensures class-size reduction needs are determined by analysis of data compiled through such processes as achievement test results, needs assessments and class-size data reviews.

12. Our district ensures that all personnel compensated from federal program funds are performing assignments aligned to the program purpose according to the program plan and appropriate documentation is maintained.

13. Our district ensures that private schools have been consulted with regard to available federal funds for use with eligible students and/or teachers according to federal program requirements.

14. Our district ensures that services provided to private schools with federal funds are delivered according to specific federal program requirements and appropriate documentation is maintained.

15. Procedures have been established for the identification and tracking of purchases made with federal funds, including the retrieval and/or disposal of materials when no longer needed.

16. Our district ensures that all federal program complaint procedures have been communicated to all stakeholders and are properly implemented when applicable.

17. Our district maintains proper time and effort documentation for all personnel paid with federal funds according to specific federal program requirements.

18. Our district ensures proper maintenance of records according to federal program guidelines.

19. Our district has followed the proper procedures for the acquisition of equipment and materials with federal funds.

20. Our district ensures that all federal programs are evaluated annually for program effectiveness and compliance.

21. Our district ensures that only eligible schools are served by Title I, Part A.

22. Our district ensures that low-income data for all schools is taken on the same day.

23. Our district ensures that district and school allocations on the Title I Ranking Report correspond with the MUNIS budget.

24. Our district ensures that there is documentation to support the child count for local institutions for neglected children that was submitted to KDE.

25. Our district ensures that set-a-side funds for neglected institutions in the district are expended on identified student needs.

26. Our district ensures that neglected student needs were identified through consultation with staff at all neglected institutions in the district.

27. Our district ensures that Title I funds are reserved and expended to meet the needs of homeless children and youth in non-Title I schools.

28. Our district ensures that if it receives more than $500,000 in Title I, Part A funding, 1percent of the total district allocation has been reserved for parent involvement activities and that 95 percent of the reserved funds has been allocated to eligible schools including eligible private schools.

29. Our district ensures that parents are involved in deciding ways in which parent involvement funds are used.

30. Our district ensures that there is an annual meeting to inform parents of program requirements including the right of parents to be involved in planning, review and improvement of parent programs.

31. Our district ensures that all parents of students in Title I schools have been notified that they may request information regarding the professional qualifications of their child's teachers.

32. Our district ensures that it communicates with school councils/school staff on an ongoing basis including information on program requirements, analysis of data and review of the schoolwide program (SWP) or targeted assistance (TAS) program plan to ensure compliance and effectiveness.

33. Our district ensures that private schools (within and outside the district) serving students from participating public school attendance areas have been contacted to offer equitable services.

34. Our district ensures that written affirmation signed by an official from each of the participating private schools that consultation occurred during the design, implementation and assessment of the Title I activities in the private schools is maintained.

35. For any staff member that does not meet the highly qualified teacher status, the district develops an individual plan to assist them with becoming highly qualified.

36. Our district ensures that district and school allocations on the Title II Teacher Quality Program Budget correspond with the MUNIS budget.